

## **YORK COUNTY JOB DESCRIPTION**

### **JOB TITLE: SURVEYOR/DRAFTING SPECIALIST GROUNDS MAINTENANCE AND CONSTRUCTION/GENERAL SERVICES**

#### **GENERAL STATEMENT OF JOB**

Responsible for performing technical surveying and drafting work in support of the Grounds Maintenance and Construction Division. Researches "meets and bounds" of property ownership in the courthouse. Surveys boundaries and prepares cost and quantity estimates. Draws site plans for "in-house" construction and draws site plan proposals for contractors/county management evaluation; designs grades for drainage. Responsible for maintaining plan files for County and school properties. Work is performed under general supervision.

#### **ESSENTIAL JOB FUNCTIONS**

Prepares construction plans for parking lots, buildings, playgrounds, athletic fields, sewer lines, light poles, and grading plans; surveys boundaries and prepares layouts; prepares base maps; uses transit and laser level and other equipment normally associated with construction design; prepares costs and quantity estimates.

Maintains and updates plan files on all County buildings and site plans of County and school property.

Gives technical assistance to construction supervisors and oversees the construction such as curb and gutter, sidewalks, finished grades for asphalt work and checking on sub-grade work by contractors or County personnel.

Prepares feasibility studies and submits for approval.

Prepares "as-built" drawings.

Performs research for a variety of uses and processes information in the preparation of reports and documents; researches acreage, property description, location, and present and past owners of properties.

Assists in directing the activities of departmental employees engaged in construction activities; instructs workers as to the location of sewer and water lines. Occasionally supervises personnel assigned to work with him on a project.

#### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

## **SURVEYOR/DRAFTING SPECIALIST, FY2001 COMPENSATION STUDY**

### **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the principles and practices of land surveying.

Thorough knowledge of algebra, geometry, and trigonometry, and the ability to perform precise surveying and measurement calculations.

Thorough knowledge of surveying equipment, methods, and procedures.

Effective oral and written communication skills.

Ability to prepare and interpret field notes.

Ability to read and interpret complex construction plans, drawings, recorded documents, and property specifications.

Ability to plan, assign, and supervise the work of others.

### **EDUCATION AND EXPERIENCE**

Graduation from high school, supplemented by technical/vocational training in mathematics and surveying; and 3 to 5 years of experience in surveying and drafting; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

### **SPECIAL REQUIREMENT**

Possession of a valid driver's license issued by the Commonwealth of Virginia.

### **PHYSICAL AND MENTAL STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to use a variety of tools and equipment such as a transit, lazier level, metal detectors, lazier rods, sonar tapes, and scales. Much of the work is done at a drafting table using pencils and ink pens in the drawings. Must be physically able to carry surveying equipment weighing between 5-20 pounds, and to operate a motor vehicle. There's frequent standing and walking, stooping while driving stakes, iron pins, and wooden hubs into the ground. Gripping is involved when writing or drafting, and when using sledge hammer to drive in pins, etc. Occasionally involves climbing of a wall, fence, or steps.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

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**Language Ability:** Requires the ability to read a variety of plans, maps, manuals, specifications, etc. Requires the ability to prepare maps, construction plans, layouts, studies, and reports, using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry and trigonometry.

**Form/Spatial Aptitude:** Requires the ability to visualize physical structures; to visualize how to divide complex-shaped patterns into sections.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using drafting and office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_